



RIT Public Safety Department Community Hazards Response Checklist



In an Emergency, contact: 585-475-3333 (V/TTY)

FIRE

- ✓ Evacuate building using nearest available stairwell or exit
- ✓ If alarm not sounding, pull red fire alarm on your way out if possible
- ✓ Close doors on your way out if possible
- ✓ Assist mobility impaired persons
- ✓ Move away from exits and entrances
- ✓ Stay at least 100 feet away from building or as directed

DISRUPTIVE or UNSAFE BEHAVIOR

SUSPICIOUS BEHAVIOR

- ✓ Stay calm
- ✓ Do not confront subject
- ✓ Contact Public Safety, 585-475-3333

ARMED INTRUDER

- ✓ Stay calm
- ✓ Contact Public Safety, 585-475-3333, and 9-1-1:
 - Provide location
 - Number of people at location
 - Number & type of injuries (if any)
 - Assailant information

If directed to shelter in place:

- ✓ Secure immediate area
 - Lock and barricade doors
 - Turn off lights
 - Close blinds, block windows
 - Turn off radios and computer monitors
 - Keep calm and quiet
 - Take cover and stay out of sight
 - Silence cell phones if not communicating with authorities

BOMB THREAT SUSPICIOUS OBJECT

- ✓ Do not touch or move the object
- ✓ Do not use cell phones in the immediate area
- ✓ Clear the area
- ✓ Contact Public Safety, 585-475-3333

TELEPHONE THREAT

- ✓ Check caller ID on phone (if possible)
- ✓ Note date and time of the call
- ✓ Ask the caller where, when, how and why the bomb was placed
- ✓ Note the age, gender, speech pattern, attitude, background noise, accent, etc of the caller
- ✓ Contact Public Safety, 585-475-3333

WRITTEN THREAT

- ✓ Handle the written threat as little as possible
- ✓ Note the date, time, location, you received the written threat
- ✓ Provide the written threat or forward e-mail to Public Safety

SEVERE WEATHER

- ✓ Move indoors if possible

INDOORS

- ✓ Go to lowest level of building
- ✓ Stay away from windows

OUTDOORS

- ✓ Lay in low area away from power lines, trees and buildings
- ✓ Cover your head

MEDICAL EMERGENCY

- ✓ Contact Public Safety, 585-475-3333 if on campus or 911 if off campus
- ✓ Provide:
 - Your name and phone number
 - Your location
 - Nature of the emergency
 - Stay on the phone
- ✓ Render first aid, if trained
- ✓ Do not move victim unless in danger
- ✓ Stay calm

HAZARDOUS MATERIALS EMERGENCY

- ✓ Contact Public Safety, 585-475-3333
- ✓ Stay away from area
- ✓ Do not come in contact with people who have been exposed
- ✓ If directed to shelter-in-place:
 - Cover mouth with damp cloth
 - Move to higher floor levels
 - Close windows, turn off fans
 - Place wet towels in cracks under doors